100-200U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302310

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources Division | Application & Reporting | Franklin |

POSITION NUMBER 20005835

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Business Transformation Analyst | 20073474 Senior Business Transformation Analyst |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>Page 1 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7

JOB TITLE Business Transformation Analyst

JOB CODE 63331

Appd 8/16/11 BMO

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 75 | Under the direction of Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Benefits module manager (e.g., COBRA, , medical, dental, vision, part-time program): develops & implements policies & procedures; schedule meeting with business owners to review current requirements & gather additional requirements for enhancements, defects and/or issues; develops & documents changes via enhancement requests and CRM in PeopleSoft; identifies & resolves problems with module; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with service assurance, managed services system designers & Human Resources Division, Human Capital Management support team to configure benefits (e.g., COBRA, medical, dental, vision, part-time process, leave & retirement plans); changes fields & coordinates resulting changes to other fields, responds to inquiries requiring higher-level knowledge of system processes regarding Benefit Plans which support business requirements; provides support to agencies by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the benefits module; responds to module issues 24 hrs/day, 7 days/week as needed; provides backup support for supervisor during absences.<br><br>Position is overtime exempt. | Knowledge of: (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft web-based application; (3) State of Ohio benefit programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to benefits; (6) business process & organizational engineering; (7) agency policies & procedures*.<br>Skill in: (8) operation of personal computer & associated hardware & software; (9) configuring benefit plans (e.g., COBRA, dependent care & child care voucher benefits); (10) use of enterprise resource planning system (e.g., PeopleSoft/OAKS);<br>Ability to: (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) gather, collate & classify information; (14) draft &/or edit administrative policies, procedures, informational booklets & directives; (15) provide production support 24 hrs/day, 7 days/week.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 8/16/11 |

100-200U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302310

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources Division | Application & Reporting | Franklin |

POSITION NUMBER 20005835

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Business Transformation Analyst | 20073474 Senior Business Transformation Analyst |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>Page 2 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 25 | Cross trains on & serves as backup staff for functions of additional OAKS/PeopleSoft modules related to human resources (e.g. Time and Labor, Payroll, HR, ELM); performs other related duties as assigned: works with other module team members to design & review end-user training programs for the Benefits module; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training; conducts training as needed. | Knowledge of: 1*, 2, 3, 4, 5, 6, 7*, (16) training & development.<br>Skill in: 8, 9, 10.<br>Ability to: 11, 12, 13, 14, 15. |
| | Position is overtime exempt. | *developed after employment |

JOB TITLE Business Transformation Analyst

JOB CODE 63331

Appd 8/16/11 BNO

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | [signature] | 8/16/11 |